



Job Opportunity

State Controller's Office

Position: Supervising Program Technician III
Limited Term/Full Time (Expires 12/31/06)

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: March 22, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Richard Garcia, (916) 323-8472

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-9926-960
Ref 0322.CSU5.CTR

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction from the Staff Services Manager I, Consumer Services Unit of the Claims Evaluation Unit, the incumbent will supervise staff responsible for carrying out the Unclaimed Property reunification directives established for the Office of the State Controller. Duties include, but are not limited to, the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Supervise staff responsible for evaluating and approving unclaimed property claims and coordinate the most complex claims with work being done in the Bureau of Unclaimed Property;
- Coordinate the hiring and training of personnel;
- Evaluate employee performance and prepare probationary and IDP reports;
- Apply the State Labor Relations Program and the processes available to meet labor relations objectives;
- Must assume a supervisor's role in affirmative action goals and objectives;
- Ensure that staff prepare timely and accurate time reports, production reports and inventory reports;
- Assist staff with the most complex or sensitive claims;
- Interact with internal and external clients of the Claims Evaluation Unit in resolving processing issues;
- Review claims inventory with staff and ensure that claims are completed timely;
- Document work processes and train staff in the performance of claim evaluation processes;
- Prepare statistical data concerning workload and employee performance for management;
- Prepare guidelines for use by Program Technicians II/III;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Participate in and lead work groups in support of the goals of the Department.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Richard Garcia

Reference Number 0322.CSU5.CTR , 051-550-9926-960(Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).